

M S D P



MANAGERIAL SELECTION DEMONSTRATION PROJECT

OFFERING EQUAL EMPLOYMENT OPPORTUNITIES TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION. It is an objective of the State of California to achieve a drug-free State work place. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

THIS IS A CALTRANS PROMOTIONAL EXAMINATION IN WHICH LATERAL CANDIDATES ARE ENCOURAGED TO APPLY.

EXAMINATION ANNOUNCEMENT

THIS EXAMINATION IS FOR DESIGNATED MANAGERIAL POSITIONS AND WILL BE CONDUCTED UNDER THE SELECTION PROCESS OF THE STATE PERSONNEL BOARD'S DEMONSTRATION PROJECT AUTHORITY.

**CLASSIFICATION: SUPERVISING TRANSPORTATION ENGINEER, CALTRANS
24 MONTH LIMITED TERM POSITION (MAY BECOME
PERMANENT)**

POSITION TITLE: PROJECT MANAGEMENT DISTRICT COORDINATOR

SALARY: \$6483 - \$7151

LOCATION: HEADQUARTERS - SACRAMENTO

FINAL FILING DATE: JANUARY 3, 2005

DUTIES/RESPONSIBILITIES

Under the general direction of the Chief, Division of Project Management, a CEA III, the Supervising Transportation Engineer is a District Coordinator and acts as a deputy to the Division Chief in implementing and improving all phases of Project Management. The incumbent monitors, advises, participates and reports on project management implementation and improvement affecting statewide delivery of transportation projects. Provides advice and assistance to the division chief and district management in establishing and improving statewide and district project delivery, policies, standards, procedures, guidelines and practices. Responsibilities include, but are not limited to:

- Represents the Division of Project Management by serving on, or leading, project management and project delivery process improvement teams.
- Improves project management processes and practices, (risk, communication, quality, scope, etc.), through participation in improvement efforts.

- Serves as subject matter experts and delivers training through the Capital Project Skill Development Program.
- Supports and provides input and recommendations on district implementation of Headquarters' instructions, policies, standards and practices relative to project management.
- Removes project specific delivery barriers through coordination with headquarters and district staff and management.
- Collects and distributes lessons learned on project management process improvements and project specific issues.
- Keeps the Division Chief informed of significant delivery challenges and project management issues that arise in the districts and recommends strategies for resolution.
- Keeps the Division Chief informed on significant issues that arise in the districts and potential areas of improvement in policies, standards, procedures and practices.
- Reviews, monitors and recommends approval of project change requests.
- Reviews and provides recommendation on headquarters' project delivery policies.
- Monitors district project delivery performance and recommends options on project issues.
- Advises the Division Chief on application of current policies, standards and practices of Project Management.
- Jointly with other coordinators and reviewers, assist the Division Chief in assuring consistent application of current policies, standards and practices.
- Reviews, monitors and provides recommendation on district delivery plans.
- Provides independent advice, recommendations, briefings and reports to the Division Chief and headquarters management regarding project management improvements.
- Builds and establishes effective working relationships with district management and staff, headquarters functional managers and other headquarters coordinators.
- Reviews organizational changes with an emphasis on project management implementation and improvements.
- Facilitates proposed project changes with other headquarters coordinators and headquarters program advisors and programming.
- Maintains records of district actions for purposes of periodic performance evaluations.
- Attends a variety of district and headquarters project delivery meetings.
- Provides interpretation and clarification of headquarters' instruction, policies, processes and practices relative to project management.
- Advises district management and staff on improvements in project management statewide.
- Serves on project delivery teams and other special district groups as appropriate.

MINIMUM QUALIFICATIONS

Applicants must have a permanent civil service appointment with the Department of Transportation and meet the following qualifications by the final file date in order to participate in this examination.

Possession of a valid certificate of registration as a civil engineer issued by the California State Board of Registration for Professional Engineers. **and**

Either I

Experience: One year of transportation engineering experience as a senior level engineer in the California state service.

Or II

One year of supervisory or managerial experience equivalent in level to a Senior Transportation Planner in the California state service. **and**

Two years of civil engineering work at the Associate Engineer level or higher in the California state service.

Or III

Broad and extensive (more than five years) transportation engineering experience, two years of which are equivalent in responsibility to the senior level engineer in the California state service.

KNOWLEDGE AND ABILITIES

Knowledge of: Various phases of transportation engineering and systems planning; transportation economics and financing; factors which influence the impact of transportation facilities on the environment, the community and the economy; principles and techniques of personnel management and supervision; Department's equal employment opportunity and labor relations objectives; a manager's role in safety, health, equal employment opportunity and labor relations and the processes available to meet these program objectives.

Ability to: Administer an engineering program; plan and direct the work of others; judge work quality and performance; prepare technical correspondence and complete, comprehensive reports; prepare articles for publication; address an audience effectively; analyze situations accurately and adopt an effective course of action; communicate effectively; effectively contribute to the Department's safety, health, equal employment opportunity and labor relations objectives.

POSITION SPECIFIC QUALIFICATIONS/EVALUATION CRITERIA

In addition to the minimum qualifications listed above, the following position specific qualifications will be evaluated:

- Demonstrated experience and background, equivalent in responsibility to a senior level engineer, in project management and knowledge of project management principles and procedures.
- Demonstrated knowledge of organization and policy issues facing Caltrans and the current responses to such issues.
- Demonstrated knowledge of capital outlay support budget processes, workload development and resource management.
- Demonstrated ability to accomplish organization goals and analyze sensitive problems and issues.
- Demonstrate an understanding of team dynamics and have significant leading and participating on teams.
- Demonstrated ability to communicate effectively, both orally and in writing; diplomacy, tact and negotiating skills.
- Demonstrated ability to gather and analyze data, take corrective action, perform special projects and address policy issues with program impacts.

EXAMINATION INFORMATION

This examination process provides for position specific examining and selection of the most qualified managerial candidates. Job-selection criteria specific to each position and consistent with the knowledge, skills and abilities of the classification will be applied. All candidates who meet the qualifications may compete for the vacant position. An evaluation of the Examination/Employment Application (STD. 678), Statement of Qualifications and interview will be used to rate candidates. A pool of candidates will be created for the specific position identified on this bulletin which will include the ranking of each candidate.

Candidates will be notified in writing of their examination results.

FILING INSTRUCTIONS

All interested applicants must submit:

- An original, signed State application (STD. 678) which includes civil service titles and dates of experience.
- A Statement of Qualifications. The Statement of Qualifications is a discussion of the candidate's experience that would qualify him/her for this position. **The statement should be no more than two pages in length.**
- Resumes are optional and **do not** take the place of the Statement of Qualifications.

State application and Statement of Qualifications must be received or postmarked by the final file date of **January 3, 2005**. Interagency mail received after this date will not be accepted.

The State application and Statement of Qualifications are to be submitted to:

**Department of Transportation
Attn: Clarissa Jones
Division of Project Management
1120 N Street, Room 2301
Sacramento, CA 95814**

APPLICANTS WHO FAIL TO SUBMIT A STATEMENT OF QUALIFICATIONS WILL BE ELIMINATED FROM THE EXAMINATION.

Questions regarding this examination process should be directed to Liz Ochoa, MSDP Analyst at (916) 227-7466/Calnet 8-498-7466.

ELIGIBILITY INFORMATION

This examination **will not** establish a civil service list; therefore, candidates **will not** have the ability to transfer their eligibility to other departments.

REASONABLE ACCOMMODATION

If you have a disability and wish to participate in one of our testing services, programs, or activities and require a specific accommodation, please mark the appropriate box for Question #2 on the Examination and/or Employment Application form. You will be contacted to make specific arrangements. TDD users may contact the California Relay Service TDD line at 1-800-735-2929, the Voice line at 1-800-735-2922 or the Exams TDD line at (916) 227-7857/Calnet 8-498-7857 for assistance.

For individuals with disabilities, this document may be available upon request in alternate formats. To obtain an alternate format, please call or write to the California Department of Transportation, Office of Examinations and Special Programs, P.O. Box 168036, MS-86, Sacramento, CA 95816. Voice (916) 227-7858/Calnet 498-7858 or TTY (916) 227-7857/Calnet 498-7857. California Relay Service: Voice 1-800-735-2922 or TTY 1-800-734-2929.